



STATE OF NEW JERSEY
DEPARTMENT OF COMMUNITY AFFAIRS
DIVISION OF LOCAL GOVERNMENT SERVICES

P. O. Box 803
Trenton, New Jersey 08625-0803



APPLICATION FOR ADMISSION TO AN EXAMINATION FOR A TAX COLLECTOR CERTIFICATE

(N.J.S.A. 40A:9-145 et seq.)

A check or money order in the sum of \$25 payable to the "State Treasurer" must accompany this application.

The Application Fee Is Not Refundable

This application must be filed with the Division of Local Government Services not less than (30) days prior to the announced date of the examination. (See Page 5 for instructions.)

Application of: _____ (_____) _____
First Middle Last (County of Residence)

Home Address: _____
Street City State Zip Code

Telephone Number: Work () _____ Home () _____

1. Date and Place of Birth: _____

Mo. Day Yr.

City

State

Country

2. Are you a citizen of the United States?

Yes ☐

No ☐

Born ☐

Naturalized ☐

If you are a naturalized citizen, state when and where naturalized:

3. Give names and addresses of 2 persons not related to you who will furnish references as to your moral character.

A. _____

B. _____

4. Have you ever been convicted of any crime? Yes ☐ No ☐

If YES, state details as to each conviction giving the date thereof, nature of crime, court in which conviction was entered, and sentence imposed:

5. High School Education (See Instruction No. 5)

A. Name and location of last high school attended: _____

B. Did you receive a diploma representing graduation from high school?

Yes ☐

No ☐

Year graduated: _____

C. If the answer to Question 5B is NO, do you possess a high school equivalent certificate approved by the State Commissioner of Education?

Yes ☐

No ☐

State in which issued: _____

Date of issue: _____

6. College Education (**Proof of college education must accompany this application.**) If less than four-year degree, copy of transcript must be submitted. College education not necessary if qualifying on basis of two years, full-time tax collection experience.

A. Name and location of college or university from which you graduated:

College/University	Location	Degree Attained / Year

7. Listing of experience
Describe full-time experience in municipal tax collection, stating name of employer, the dates of such employment, and the exact nature of the duties performed. See instructions for definition of full-time municipal tax collection experience. See pages 3 and 4 for certification of experience. Tax collection experience not required if qualifying on basis of four-year degree.

Municipality: _____ County: _____

Title: _____ From: _____ To: _____

Duties:

Municipality: _____ County: _____

Title: _____ From: _____ To: _____

Duties:

Municipality: _____ County: _____

Title: _____ From: _____ To: _____

Duties:

8. I have satisfactorily completed and received a certificate for the training courses designated below. (Please submit a copy of a certificate of satisfactory completion for each course. All candidates for the examination **must** show completion of these three courses.)

	Location	Instructor	Year
Principles of Municipal Tax Collection I.....			
Principles of Municipal Tax Collection II.			
Principles of Municipal Tax Collection III.....			

DOES YOUR CHECK OR MONEY ORDER IN THE AMOUNT OF \$25 PAYABLE TO THE
"STATE TREASURER" ACCOMPANY THIS APPLICATION?

Yes

☐

No

☐

DECLARATION OF APPLICANT:

I certify that the responses made in this application are correct and complete.

Date: _____ Signature: _____

9. The examination for a Tax Collector Certificate is provided in sections. Applicants may elect to participate in as many sections as desired each time the exam is offered. Upon successful completion of sections I and II, and receipt of the requisite fee, an applicant will be issued a certificate which shall be restricted to use in a calendar year municipality only. Upon successful completion of section III, an applicant will be issued a certificate which may also be utilized in a State Fiscal Year municipality.

Please check each of the sections of this examination for which you are applying:

- SECTION I ☐ LIEN ENFORCEMENT
- SECTION II ☐ TAX COLLECTING, BILLING AND REPORTING
- SECTION III ☐ STATE FISCAL YEAR TAX POLICIES AND PRACTICES

Instructions for Completing and Filing

APPLICATION FOR ADMISSION TO AN EXAMINATION FOR A TAX COLLECTOR CERTIFICATE (P.L. 1993, C. 25)

WHO MAY FILE AN APPLICATION

1. Any person who satisfies the requirements listed below may file an application:
 - a. Applicant must be a citizen of the United States;
 - b. Applicant must be at least 21 years of age;
 - c. Applicant must be of good moral character;
 - d. Applicant must have obtained a certificate or diploma issued after at least four years of study at an approved secondary school or have received an academic education considered and accepted by the Commissioner of Education as fully equivalent;
 - e. Applicant must have completed Municipal Tax Collection I, II and III courses offered by Rutgers, the State University or the Division of Local Government Services;
 - f. Applicant must have graduated from a four-year course of study at a college of recognized standing. For this requirement, applicant may substitute two years of full-time work experience in municipal tax collection. Full-time experience shall be considered as the normal operating hours within the tax collection department of the municipality. Experience must include duties in tax billing, collection, enforcement and reporting. Applicants who do not meet the college degree or two year experience requirement may substitute at least one year of the full-time municipal tax collection experience, and 30 credit hours at an institution of higher education of recognized standing. All experience and years of service must be certified. See instructions nos. 9 and 10.
5. Section 5
Applicant will supply information relating to high school education. Persons desiring information relating to high school equivalency certificates may write to:

DEPARTMENT OF EDUCATION
DIVISION OF ADULT EDUCATION
GED TESTING
P. O. Box 500
TRENTON, NJ 08625-0500
6. Section 6
Applicant will supply information relating to college or university education. If applicant has graduated from a four-year college course, proof of graduation must be submitted with the application. Proof may consist of a diploma, a reproduction thereof, a verified true copy thereof, or a transcript of applicant's academic record. If the number of years of college education reported in Section 6 is less than four years, a transcript of applicant's academic record must be submitted with the application. If the number of years of college education reported in Section 6 is less than four years, applicant must report at least one year of full-time municipal tax collection experience in Section 7. Section 6 need not be completed if qualifying on basis of two years full-time municipal tax collection experience.
7. Section 7
Applicant shall furnish proof relating to full-time experience in municipal tax collection. Experience must include duties in tax collection, billing, enforcement and reporting. Full-time experience shall be considered as the normal operating hours of the tax collection department within the municipality. If applicant has less than two years experience in tax collection, applicant must show at least 30 credit hours of college education in Section 6. Certification of years of service and duties performed must be provided. See instruction nos. 9 and 10. Applicants qualifying on basis of completion of a four-year college degree need not complete Section 7.

HOW TO FILE

2. One copy of the application must be completed and signed. All questions must be answered fully. A check or money order in the sum of \$25 payable to the "Treasurer, State of New Jersey", must be attached; do not send cash. Necessary proofs should be attached. An application shall not be deemed to be filed unless the form is properly completed and the fee and proofs attached. This application must be filed with the Division of Local Government Services not less than (30) days prior to the announced date of the examination. Send application to:

**NEW JERSEY DEPARTMENT OF COMMUNITY AFFAIRS
DIVISION OF LOCAL GOVERNMENT SERVICES
CERTIFICATION UNIT
P. O. Box 803
TRENTON, NJ 08625-0803**

3. Upon review of the application, the Director of the Division of Local Government Services may require filing of additional statements and proofs.

COMPLETING FORM

4. Sections 1 - 4
Applicant will supply information relating to citizenship, age and moral character.
10. Section 10
Municipal Clerk will complete Section 9, certifying total years of service in the tax office. This section must be completed for each municipality from which applicant gained the experience. Copies may be made of this section, if needed. This certification is not needed if qualifying on basis of completion of a four-year college degree.
11. Section 11
Tax Collector will complete Section 10, certifying duties performed in the tax office. This section must be completed for each municipality from which applicant gained the appropriate experience. Copies may be made of this section, if needed. This certification is not needed if qualifying on basis of completion of a four-year college degree.